



## TO: ALL OPERATORS OF CERTIFIED RECYCLING CENTERS, PROCESSING FACILITIES, DROPOFF OR COLLECTION PROGRAMS, COMMUNITY SERVICE PROGRAMS AND REGISTERED CURBSIDE PROGRAMS

### INFORMATION BULLETIN 05-1

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#### Available Funding

To learn about beverage container recycling funding opportunities, please visit the Department of Conservation (*Department*) website at <http://www.consrv.ca.gov/DOR/grants/index.htm>.

The Division of Recycling (*Division*) anticipates releasing the 2005/2006 Community Outreach Grant Solicitation in January of 2005. The solicitation, which outlines all the application requirements and instructions, can be downloaded from the website or requested by calling **1-800-RECYCLE**.

#### Payment By Count

Some consumers request payment by count (*per container*) rather than by weight when they redeem empty beverage containers at recycling centers. A recent regulation change requires that operators of recycling centers pay by count for up to 50 containers of each material type if requested by a customer. (*Previously it was 50 containers total, regardless of material type.*) Operators have been calling us with questions on payment by count. When you pay by count, the amount of

California Refund Value you must pay is 4 cents (\$0.04) for each container under 24 ounces, and 8 cents (\$0.08) for each container 24 ounces or more.

When paying consumers by count, record the basis on the log or receipt as "payment by count". You may also want to record whether the container is small (*under 24 ounces*) or large (*24 ounces or more*). At the end of the day, you will need to convert the purchases you made by count to weight, and include it on your daily summary in the "total weight" purchased for the day. For assistance with converting counted purchases to weight, see the "Recycler Operating and Recordkeeping Manual" under the section on daily summary reports. It is available on our website at <http://www.consrv.ca.gov/DOR/crcp/recyclers/Images/RORM1104.pdf>. Call your Certification Specialist at **1-800-RECYCLE** or **(916) 323-3008**, and they can direct you to someone who can assist you with the conversion.

At your discretion, you may choose to pay based on count for all loads of empty beverage containers from consumers, regardless of the number of containers.

#### Scales

Operators of recycling centers are reminded that your scales must be tested, approved, and sealed by the California Department of Food and Agriculture (*CDFA*). It is illegal to use an inaccurate scale. If Division staff finds that a scale lacks proper seals during a limited review or inspection, it is reported to the CDFA for follow-up. For more information, please call the CDFA's Division of Measurement Standards in Sacramento at **(916) 229-3000**,



or your local County Weights and Measures Office. A list of telephone numbers and addresses for the County Weights and Measures Offices is available on the CDFA's website at <http://www.cdfa.ca.gov/measurement/pdfs/CountyContactInfo.pdf>.

### ***Rounding Off Redemption Weight***

Operators of recycling centers and processing facilities: When completing shipping reports (DR-6s) for your recycling center, or for a dropoff or collection program, community service program, or curbside program, remember to round the total redemption weight to the nearest one tenth (1/10) of a pound. For example, if the redemption weight is 300.72, round it off to 300.7, or round 300.75 to 300.8. Please refer to the "Participant Manual for Certified Processors/ Certified Recycling Centers" for detailed instructions on how to complete shipping reports. It is available on our website at <http://www.consrv.ca.gov/DOR/crcp/recyclers/Images/Recycler%20&%20Processor%20Participant%20Manual.pdf>.

### ***Temporary Closure Changes***

The Department has changed its temporary closure notification policy for recycling centers. We no longer accept temporary closure notices and assume that recycling centers will be open during the posted hours of operation. If an attendant is not at the site during normal working hours, we recommend that you post a sign telling customers when the attendant will return. If an inspector finds a site not staffed during normal business hours, a Notice of Noncompliance or Notice of Violation will be issued. Under very unusual or catastrophic situations, the Branch Manager may consider temporary closure requests on a case-by-case basis. Situations such as full bins, vacation, attendant illness, poor weather conditions, or extra days off before or after holidays are not acceptable reasons to request a temporary closure.

Recycling centers should still notify us in writing of holiday closures. You can provide one letter listing all your planned holiday closures for the year.

### ***Faxed Copies***

We have been receiving many faxes lately without identifying certification numbers. Be sure to include your certification or registration number(s) on documents you send via fax to avoid delays in processing.

Please do not submit faxed copies of certification applications, curbside registration applications, or renewal applications to the Department. These applications require original signatures and/or original initials. Submitting faxed copies will not expedite the review process. Faxed copies are held until we receive the application with original signatures. Only then will the application be logged in as received.

We accept faxed copies of most other documents, such as hours of operation changes, operational date letters, decertification letters, and additional information needed to complete applications (*excluding original signatures and initials*). If you send such a letter or document via fax, it is not necessary to mail a hard copy also. The fax number for the Division's Certification Section is (916) 323-4907.

### ***Duplicate Articles of Incorporation for Renewal Applications***

Corporations are required to provide the Department with a copy of their Articles of Incorporation only when submitting new applications for certification or registration. Some corporations have been submitting copies of their Articles of Incorporation with their renewal applications. These duplicate Articles usually end up in the recycling bin. Corporations are required to provide a copy of amended Articles of Incorporation with their renewal applications if the Articles have changed, but there is no need to submit another copy of the original Articles.



## Conditional Approval Requirement

We have found that many recycling centers on conditional approval are not complying with the agreed to terms. If your recycling center was approved on condition that specific person(s) not be involved, you agreed to notify the Department in writing within seven calendar days of receiving assistance in running the recycling center from any person in any way and for any length of time. This includes, but is not limited to, employees and family members. You must provide in writing the name, address, and phone number of any person(s) assisting you. Send this information to:

**Department of Conservation  
Division of Recycling/Certification Section**  
801 K Street, MS 15-59  
Sacramento, CA 95814-3533

You can fax the letter to **(916) 323-4907**, if you prefer. Failure to meet any of the terms you agreed to can result in termination of your certificate.

## Authorized Signatures

There is some confusion about who may or may not sign the affidavit on certification applications, curbside registration applications, and renewal applications. The regulations specifically state who must sign, depending upon the type of organization applying:

- For individuals, the person applying must sign.
- For husband and wife co-ownerships, both husband and wife must sign.
- For partnerships, all partners must sign.
- For corporations, associations, public agencies, government agencies, or limited liability companies, the person signing must have authority to bind the organization to a contract.

Sometimes corporations have a manager sign applications rather than a corporate officer. We will accept the signature if we receive a letter from a corporate officer authorizing the person to sign on behalf of the corporation.

## Summary

The Department would like to thank those recycling centers that consistently meet the Division's operational requirements. In the past two fiscal years (7/1/02 through 6/30/04) the Recycler Inspections Section conducted over 5,000 recycler inspections at an average 1,950 recycling centers in California. Analysis of those inspections shows that 577 of you have been in compliance for each visit. Unfortunately, confidentiality prevents us from listing you by name, but you know who you are. Once again, thank you for your efforts and your compliance.

There is still hope for those of you who have not been able to achieve a perfect record. Here are some suggestions to help with your compliance efforts.

- *Make sure all your signs are legible and easily visible to the public.*
- *Make sure all commodity prices are posted with the current California Refund Values.*
- *If a consumer requests payment by count on 50 or fewer containers (per material type), you are required to count.*

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Division of Recycling**  
801 K Street, MS 15-59  
Sacramento, CA 95814-3533  
**Phone:** (916) 323-3008  
**Fax:** (916) 323-4907





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***Division of Recycling***

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